



State of Maryland

Martin J. O'Malley,
Governor

Anthony G. Brown,
Lt. Governor

Gary D. Maynard,
Secretary

**THE
DEPARTMENT
OF
PUBLIC SAFETY
AND
CORRECTIONAL
SERVICES**

Local Jails Capital Improvement Program Policy and Procedures Manual

January 2007



LOCAL JAILS CAPITAL IMPROVEMENT POLICY AND PROCEDURES MANUAL

State of Maryland

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Anthony G. Brown, *Lt. Governor*
Gary D. Maynard, *Secretary*

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CHAPTER 1: INTRODUCTION

A. Purpose and Content of the Manual

During the 1991 legislative session, the budget committees expressed concerns about the current and projected capital funding requests for local jails, the need to develop design and construction standards and local efforts to fully implement alternative to incarceration programs. As a result of these concerns, the Department of Public Safety and Correctional Services, in conjunction with the Departments of Budget and Management and General Services, developed a set of local jail design standards which were approved by the budget committees during the 1992 legislative session. In addition to approving these standards, the budget committees supported the recommendation, made jointly by these agencies, that a policy and procedures manual be developed to incorporate the design standards and to document the various requirements involved in the local jail capital improvement process. The *Local Jails Capital Improvement Program Policy and Procedures Manual* includes the following sections:

Chapter 1 (Introduction) provides an overview of the various legal citations in Maryland law along with a delineation of the responsibilities of the State agencies that are involved in the local jail capital improvement process.

Chapter 2 (Capital Improvement Qualifications) describes the various terms used in the local jail capital improvement process and provides specific information regarding items that are eligible and ineligible for State capital funding.

Chapter 3 (Formalized Planning Process) provides a format for the local jurisdiction to prepare its long-term conceptual plan for addressing its correctional needs. Establishing a formalized planning process assists the jurisdiction in the development of sound capital programming to guide the physical development of the local jail.

Chapter 4 (Local Jail Capital Improvement Process) describes the procedures and requirements that jurisdictions shall follow to receive State capital funding for local jail capital improvement projects.

Chapter 5 (Guide to Completing Forms) provides instructions on how to complete the forms utilized in the local jail capital improvement process and samples of completed forms.

The Appendices contain reference documents and forms utilized in the local jail capital improvement process and the Departments of Budget and Management's and General Services' *Facility Program Manual*.

This January 2007 edition adds no substantive changes. Changes were made in this document to reflect a new administration.



B. Legal Citations

The sections of Article 27 of the Annotated Code of Maryland (ACM) that dealt with correctional issues are now incorporated into Correctional Services Article, ACM. The following provisions of the Correctional Services Article govern the State's participation in funding local jail capital improvement projects:

- Sections 9-401 and 9-402 involve the definitions for the State's reimbursement of local correctional facilities.
- Section 11-104 covers financial assistance from the State, federal government and other grants.
- Section 11-105 encompasses financial assistance to counties for inmates.

C. State Agency Responsibilities

The Department of Public Safety and Correctional Services acts as the coordinating State agency, together with several other State agencies, in the administration of the local jail capital improvement program. A brief description, address, telephone number and web site of the primary State agencies involved in the local jail capital improvement process is provided below.

The Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services, is responsible for coordinating the jurisdictions' requests for State capital funding of local jail capital improvement projects and the State's review of architectural programs and designs.

Division of Capital Construction and Facilities Maintenance
Department of Public Safety and Correctional Services
Suite 201, Plaza Office Center
6776 Reisterstown Road
Baltimore, Maryland 21215
410-585-3020

The Office of Research and Statistics, Department of Public Safety and Correctional Services, reviews the inmate population projections developed by the local jurisdictions to determine the number of requested beds that are eligible for 50% State funding and 100% State funding, if any.

Office of Research and Statistics
Department of Public Safety and Correctional Services
300 East Joppa Road, Suite 1000
Towson, Maryland 21286
410-339-5000

The Division of Finance Administration, Department of Public Safety and Correctional Services, is responsible for approving requests for reimbursement of start-up costs associated with local jail capital improvement projects.



Division of Finance Administration
Department of Public Safety and Correctional Services
300 East Joppa Road, Suite 1000
Towson, Maryland 21286
410-339-5000

The Department of Budget and Management is responsible for preparing funding recommendations for proposed local jail capital improvement projects. The Department also reviews architectural programs and designs, capital equipment lists and cost estimates for these projects.

Office of Capital Budgeting
Department of Budget and Management
301 West Preston Street, Room 1209
Baltimore, Maryland 21201
410-767-4530
Web Site: WWW.DBM.MARYLAND.GOV

The Department of General Services prepares the agenda items requesting the Board of Public Works' approval of contracts, change orders and capital equipment purchases. The Department also reviews architectural programs, designs and cost estimates for these projects. It also reviews the matching grant requirements contained in the local jail bond bills and the capital grant applications.

Office of Engineering and Construction
Department of General Services
301 West Preston Street, Room 1400
Baltimore, Maryland 21201
410-767-4107
Web Site: WWW.DGS.MARYLAND.GOV

The Department of Labor, Licensing and Regulation establishes the prevailing wage rate for all construction projects which are estimated to cost \$500,000 or more and are funded 50% or more by the State.

Division of Labor and Industry Prevailing Wage Unit
Department of Labor, Licensing and Regulation
1100 North Eutaw Street, Room 607
Baltimore, Maryland 21201
410-767-2342
Web Site: WWW.DLLR.STATE.MD.US

The Board of Public Works is composed of the Governor, the Comptroller of the Treasury and the State Treasurer. The Board certifies the matching fund requirements contained in the local jail bond bills and approves the capital grant application and all contracts, change orders and capital equipment purchases associated with the local jail capital improvement project.



Board of Public Works
Louis L. Goldstein Treasury Building
80 North Calvert Street, Room 117
Annapolis, Maryland 21401
410-260-7335
Web Site: **WWW.BPW.STATE.MD.US**

The Comptroller of the Treasury is responsible for the payment of State funds for local jail capital improvement projects in accordance with the matching fund requirements contained in the bond bills and the approved Board of Public Works agenda items.

Comptroller of the Treasury
Louis L. Goldstein Treasury Building
80 North Calvert Street, Room 121
Annapolis, Maryland 21404
410-260-7801
Web Site: **WWW.MARYLANDTAXES.COM**

The Treasurer's office is responsible for scheduling the sale of General Obligation Bonds to meet the cash requirements of State-funded local jail capital improvement projects.

Maryland State Treasurer's Office
Louis L. Goldstein Treasury Building
80 North Calvert Street, Room 109
Annapolis, Maryland 21401
410-260-7533
Web Site: **WWW.TREASURER.STATE.MD.US**



CHAPTER 2: CAPITAL IMPROVEMENT QUALIFICATIONS

A. Overview

A capital improvement is defined in the Code of Maryland Regulations (COMAR) as “an improvement project whose useful life shall be *at least equal* to the life of the bonds by which it is financed.” By constitutional provision, General Obligation Bonds must be amortized within a 15-year period. Therefore, to qualify for State capital funding, a proposed project or its equipment *must have a useful life expectancy of 15 years or more*.

The following information can be used as a guide in determining which projects and items do or do not qualify for State capital funding.

B. Projects and Items that Qualify for State Capital Funding

1. Design and Preparation of Plans and Specifications:

This includes the physical design of a project, prior to bidding a construction contract and services required of an architect/engineer during the construction and post construction stages.

2. Construction:

A construction project is a single undertaking involving construction applicable to one or more real property facility(ies)/structure(s). Construction includes all work necessary to produce a complete and usable new real property facility or a complete and usable improvement to an existing real property facility or structure and the associated architectural and other technical fees.

A construction project may include one or more of the following:

- Erection, installation or assembly of a new facility/structure.
- Addition to, alteration, conversion, expansion, relocation, renovation or restoration of an existing facility or structure.
- Installation, extension or replacement of utility systems.
- Installation of fixed, built-in equipment
- Site development and improvements

3. Site Development and Improvements:

Includes such items as grading and installation of drainage facilities; construction of new roads, walks, parking areas, retaining walls, recreational areas, fences and similar improvements; standard and essential landscaping and outdoor lighting.

4. Utilities:

Includes the installation, extension or replacement of systems for the provision of sewer, water and electrical service; power plant facilities and appurtenances; heating, ventilating and air conditioning



(non-inmate housing areas); elevators; fire escapes, sprinklers and automatic fire alarms; telephone communications and associated control systems.

5. Construction Management, Inspection and Testing Services:

- *Construction Management:* The daily administration of the construction contract to ensure that the contractor adheres to the project budget, construction schedule and standards contained in the construction documents and specifications. Construction management may also include value engineering, review of design documents, the development of independent cost estimates during the design of the project, change order review and quality assurance during construction
- *Construction Inspection and Testing:* The physical inspection and testing of the structural components of the project to ensure compliance with the standards contained in the construction documents and specifications.

6. Initial Equipment and Furnishings:

Initial equipment and furnishings will be eligible for State capital funding if the following conditions are met. Additional information regarding capital equipment requests can be found in Chapter 4.

- With normal maintenance, the item will have a useful life expectancy of at least 15 years.
- Be of durable construction.
- Be heavy enough to preclude theft or easy removal from the facility by a single individual (chairs are excepted).
- Unlikely to be replaced because of technical obsolescence prior to 15 years from the date of acquisition.
- Not intended to replace a similar item already on hand.

Initial equipment and furnishings should include only those items that, after taking into account any and all usable equipment currently on hand, must be placed in the facility to accommodate the functions for which the facility has been designed and programmed. The items shall not be elaborate or extravagant. The reasonableness of the item's cost, its durability and its appropriateness for the intended level and type of use will guide the State's review. Maryland Correctional Enterprises (formerly State Use Industries) products must be specified wherever and whenever possible.

For the conversion of, or addition to, an existing facility, only those items of equipment and furnishings required to support the new or additional space will be eligible for State capital funding. Initial equipment and furnishings associated with the alteration, relocation, or renovation of an existing facility will not normally be eligible for State capital funding. Since these types of projects are related to existing functions, it is expected that existing equipment will be utilized. ***Replacement equipment is not eligible for State funding.***



C. Projects and Items That Are *Not Eligible* for State Capital Funding

1. Real Property Acquisition:

The acquisition of real property (land acquisition) for local jails is ***not eligible*** for State capital funding.

2. Studies, Investigations, or Development of Programs:

Feasibility studies, investigations or the development of architectural programs required as a prerequisite to the authorization of design funds are ***not eligible*** for State capital funding.

3. Payment of Salaries or Wages of County Employees:

Payment of salaries or wages of County employees for work performed directly in conjunction with an authorized capital improvement project, including the preparation of plans and specifications, is ***not eligible*** for State capital funding.

4. Maintenance and Repair Projects:

Maintenance and repair projects are ***not eligible*** for State capital funding.

5. A number of additional items are ***not eligible*** for State capital funding. These include, but are not limited to:

- Air conditioning of inmate housing areas;
- Space for a sheriff's office and sheriff's department personnel;
- Costs associated with bringing utilities to the site;
- Private rest room facilities for any staff member;
- Any areas deemed to be excessive or extravagant by the Departments of Budget and Management, General Services and Public Safety and Correctional Services; and,
- Any items that are deemed inappropriate and unjustifiable by the Departments of Budget and Management, General Services and Public Safety and Correctional Services.



CHAPTER 3: FORMALIZED PLANNING PROCESS

A. Overview

The following information is provided to serve as a guide for local jurisdictions in the collection, projection and analysis of data, the identification of facility needs and the development of recommendations to meet the jurisdiction's future correctional needs. By recording this information in a systematic way and updating it on a periodic basis, the local jurisdiction will be able to identify, evaluate and address the conditions that currently affect or will affect its local jail in the future. This will permit the development of sound capital programming that will guide the physical development of the local jail. The formalized planning process involves assessing the condition of existing facilities, preparing inmate population projections, estimating the impact of alternative to incarceration programs on future inmate population growth and developing a capital improvement plan to meet the projected needs.

B. Assessment of Current Conditions

The local jurisdiction should periodically evaluate the current conditions and operations of its local jail to identify deficiencies in the physical plant and management of the facility. This assessment should include an evaluation of the current operating procedures of the jail as well as the existing design and operating capacities of the housing, program and support areas and other factors (overcrowding, security requirements, court decrees, etc.) that impact the jail's operation.

C. Inmate Population Projections

Local jurisdictions should periodically review criminal justice and inmate statistics in order to identify recent trends that may affect future inmate population growth. It is recommended that each jurisdiction update its inmate population projections on an annual basis. At a minimum, the following data for the previous five years should be utilized in preparing the inmate population projections:

- ✓ average daily population (total, male and female)
- ✓ last day population (total, male and female)
- ✓ the number of inmates sentenced for 181 to 365 days
- ✓ average length of stay per inmate
- ✓ number of intakes per month (total, male and female)

The forecast of inmate population establishes the number of beds to be constructed and when the additional inmate capacity will be required. The inmate population projections are also necessary to determine the level of State participation as enumerated in the Correctional Services Article, ACM. The documentation listed below is needed to certify the jurisdiction's request of 100% State funding for local jail capital improvement projects. Please see Chapter 4 for additional information regarding the certification of 100% State funding.

- ✓ the annual growth in the number of inmates sentenced for 181 to 365 days since July 1987



- ✓ a minimum of a five-year projection of the total inmate population (including the projected number of sentenced inmates serving 181 to 365 days)
- ✓ supporting documentation describing the methodology used

D. Alternative to Incarceration Programs and the Potential Impact on the Projected Inmate Population

Considerable interest has been expressed in the implementation and expansion of alternative to incarceration programs at both the State and local levels. The legislature has established that each jurisdiction must make full use of alternative to incarceration programs prior to requesting State capital funds for an expansion or renovation of an existing local jail or the construction of a new correctional facility. The estimated impact of current and future alternative to incarceration programs should be considered in the jurisdiction's inmate population projections.

Examples of acceptable alternative to incarceration programs include:

- ✓ intensive probation supervision
- ✓ home detention and pre-trial release (all with or without electronic monitoring)
- ✓ community service
- ✓ day reporting centers

PLEASE NOTE: Work release, boot camp, DWI and weekender programs *are not* considered true alternatives to incarceration programs since inmates are housed in a local correctional facility.

Each jurisdiction shall submit annually the Alternative to Incarceration Programs form to the Department Public Safety and Correctional Services by **June 30**. Even if a jurisdiction does not operate such a program, the form stating that fact shall be submitted.

At a minimum, full implementation of alternative to incarceration programs should include the use of community service, home detention and pre-trial release services. Jurisdictions that do not operate community service, home detention and pre-trial release programs or do not appear to be making effective use of these programs will be required to submit the following documentation with the architectural program for the local jail capital improvement project:

- ✓ A description of each alternative to incarceration program that is being used by the jurisdiction. The description should identify the annual number of participants and the monthly average caseload of each program for a three-year period.
- ✓ Justification as to why additional alternative to incarceration programs have not yet been implemented.
- ✓ A detailed plan that identifies the steps that will be taken to increase the number of offenders diverted from incarceration. The projected annual number of participants and the monthly average caseload of each alternative to incarceration program for a three-year period should be included in the plan.



E. Capital Improvement Plan

Based on an evaluation of current conditions, projected inmate population and estimated impact of alternative to incarceration programs, the jurisdiction should identify the capital improvements that will be required for the next several years. These needs *must* be reflected in the local jail's five-year capital improvement plan to be submitted each year to the Division of Capital Construction and Facilities Maintenance of the Department of Public Safety and Correctional Services. The jurisdiction's five-year capital improvement plan shall include the following information:

- ✓ a projected total bed need;
- ✓ planned use for existing correctional facilities and the impact on the total bed need;
- ✓ planned use of alternative to incarceration programs and the estimated impact on the total bed need;
- ✓ the number of new beds needed and when the additional capacity will be required;
- ✓ a conceptual approach to building the beds and required program and support space (one time effort or a phased construction approach) and
- ✓ an estimated cost of each proposed capital improvement project.



CHAPTER 4: LOCAL JAILS CAPITAL IMPROVEMENT PROCESS

A. State Capital Budget Cycle

In May of each year, the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services, notifies each jurisdiction that requests for State funding of local jail capital improvement projects for the following fiscal year and for the four succeeding fiscal years (“out years”) are due **June 30**. The letter of notification includes instructions and forms to be used in filing the requests.

The Department of Public Safety and Correctional Services shall submit a Five-Year Capital Improvement Program of requested local jail projects to the Department of Budget and Management on **August 1**.

During **September**, the Departments of Budget and Management and Public Safety and Correctional Services meet with each jurisdiction that intends to request State funds during the next legislative session. These meetings are held to assist the state in preparing funding recommendations for local jails’ capital improvement projects. The jurisdictions will be asked to describe their requests, answer questions regarding the scope, purpose, cost and timing of each proposed project and discuss any alternative to incarceration programs that the jurisdiction is utilizing or intends to implement.

The Governor submits the State’s Annual Capital Budget to the legislature in **mid-January**. Since funding for local jail projects is requested through individual bond bills introduced by members of the legislature, the State’s Annual Capital Budget includes an allotment of funds intended for local jails’ capital improvement projects. The Governor’s funding recommendations for proposed local jail projects are published in the Maryland State Budget. This can be found on the Department’s website at WWW.DBM.MARYLAND.GOV.

Between January and March, members of the legislature introduce bond bill requests for local jails’ capital improvement projects. The Department of Budget and Management will prepare a written review of each bond bill request. The Senate Budget and Taxation Committee and the House of Delegates Appropriations Committee generally hold hearings on bond bill requests in **mid-March**.

In **April**, the legislature enacts the various bills that constitute the State’s Annual Capital Budget. The Governor signs the capital budget legislation into law **prior to the end of May**. The effective date of enacted and signed bond bills is **June 1**.

B. Architectural Program

The local jurisdiction or its consultants shall prepare an Architectural Program and submit a copy of the program to the Division of Capital Construction, Department of Public Safety and Correctional Services, the Department of Budget and Management by **March 1** of the calendar year which precedes the legislative session during which design funds will be requested. For example, if a jurisdiction intends to request design funds during the 2004 legislative session, an architectural program for the project should be submitted by March 1, 2003.



The program document should contain justification for the project, describe the proposed scope of work and provide the technical detail needed to hire an architectural engineering firm and to prepare the project cost estimate. Detailed instructions for the preparation of the program are contained in the manuals, *DBM and DGS' Facility Program Manual* in Appendix B.

The architectural program shall comply with the square footage standards and additional parameters for State funding participation discussed. Any proposed space assignments exceeding the square footage standards or any areas deemed excessive or extravagant by the State will be the sole responsibility of the local jurisdiction.

The Division of Capital Construction and Facilities Maintenance of the Department of Public Safety and Correctional Services will coordinate the State's review of the architectural program. The jurisdiction shall not begin the design of the project until the architectural program has been approved by the State. Any changes to an approved program by the State must be submitted for review and further approval.

C. Certification of 100% State Funding and 50% State Funding

1. OVERVIEW

The Correctional Services Article, ACM, provides the authority for a local jurisdiction to receive 100% State funding of the approved costs for architectural and engineering services, construction and capital equipment for a new local jail or an expansion of an existing facility. This funding is limited to the growth associated with the estimated confinement of prisoners in the jurisdiction's local jail as a result of the imposition of sentences between 181 and 365 days that would cause the capacity of that facility to be exceeded.

In order to determine the amount of 100% State funding, the jurisdiction making an application must provide historical data and projections of both the total anticipated bed need and the number of these beds required to house prisoners, on average, with sentences of 181 to 365 days. Data must be presented to demonstrate the number of prisoners with 181 to 365 day sentences who historically were in the local jail. This data serve as the baseline for estimating what would have been the expected growth in this segment of the population had there been no change in the sentencing threshold. A form has been developed to assist jurisdictions in presenting the required information.

2. PROCEDURE

If the local jail capital improvement project involves the construction of additional inmate capacity, the jurisdiction shall complete Form DPSCS-OS-14-Adm., *Local Jail Capital Construction 100% Funding Certification Application*, to determine the number of beds that are eligible for 50% State funding and 100% State funding.

The number of beds needed by the local jurisdiction shall be based upon a projection methodology subject to the approval of the Department of Public Safety and Correctional Services. This projection methodology shall be provided in sufficient detail for replication and include all sources of data used in the projections.



The completed Local Jail Capital Construction 100% Funding Certification Application, source data and projection methodology should be submitted to Department of Public Safety and Correctional Services' Division of Capital Construction and Facilities Maintenance. The jurisdiction's request for State funding of the local jail project should also accompany the application. The Division of Capital Construction will forward the information to the Department's Office of Research and Statistics.

The Office of Research and Statistics will review the number of requested beds that are eligible for 50% State funding and 100% State funding and advise the Secretary of the Department of Public Safety and Correctional Services as to its findings. The Secretary of the Department of Public Safety and Correctional Services shall give final approval to any request for local jail bed construction including the certification of 100% State funding. In the event that a local jurisdiction's request for 100% State funding is not approved by the Secretary of the Department of Public Safety and Correctional Services, the jurisdiction may appeal to the Board of Public Works for approval of the request. It is the intent of the legislature that certification of 100% State funding and the determination of the State and local funding percentages for any proposed local jail capital improvement project be completed, prior to the authorization of design funds.

D. Local Jail Design Standards

Local jail design standards will be used by the Departments of Budget and Management, General Services and Public Safety and Correctional Services in evaluating each proposed local jail's capital improvement project. Square footage standards for local jails' capital improvement projects approved by the legislature include:

Area Within Facility	Minimum NSF Floor Space	Maximum NSF Floor Space
INMATE AREAS		
General housing and holding area cells	62.5	70
Dormitory-type sleeping areas, per occupant	35	50
Multiple occupancy cells (3 inmates, gen. pop.)	Not to exceed	105
Special confinement cells, e.g., administrative segregation)	70	80
Special need cells for inmates with special needs or disabilities	Must meet local health code.	120
Dormitories for inmates with special needs or disabilities, per occupant	Must meet local health code.	100
Day room space, per inmates, up to design capacity of housing unit	Not to exceed	35
ADMINISTRATIVE AREAS		
Cabinet Secretary or Agency Executive Directors	Not to exceed	300
Deputy Secretaries or Agency Deputy Executive Directors		250
Assistant Secretaries, Division Chiefs or Directors		200
Branch Heads, Assistant Division Chiefs or Assistant Directors		175
Attorneys, Doctors and Field Office Supervisors		150
Professionals, Supervisory, Private Office		126
Professionals, Supervisory, Open Office		120
Professionals, Non-supervisory, Private Office		108
Professionals, Supervisory, Private Office		90



<i>Area Within Facility</i>	<i>Minimum NSF Floor Space</i>	<i>Maximum NSF Floor Space</i>
Clerical Secretaries and Drafting Stations, Conventional Office	Not to exceed	90
Clerical Secretaries and Drafting Stations, Open Office		81
Work Processor and Clerical Stations, Conventional Office		60
Work Processor and Clerical Stations, Open Office		56
Conference Room, Per Person		22
Reception/Waiting Area, 1-15 persons, per person		15
Reception/Waiting Area, 16+ persons, per person		10
CLASSROOMS/MULTI-PURPOSE AREAS		
General classrooms and multi-purpose rooms	No more than 20 NSF per person, not to exceed a maximum of 600 NSF	
Computer classrooms	No more than 20 NSF per person, not to exceed a maximum of 800 NSF	

1. Housing for Minimum Security Offenders:

Dormitory housing is a less expensive construction alternative and generally provides adequate housing and security for minimum security offenders. Dormitory housing should be used for minimum security inmates in local jails whenever possible. The State will have the discretion to approve other types of housing for minimum security inmates if the need for this exception is justified.

Additional parameters for State funding participation in local jail capital improvement projects include the following.

1. Support and Program Areas:

The design, size and varying operational methods of local jails significantly impact the square footage requirements of certain support and program areas within an institution. Therefore, it is not readily possible to develop specific minimum and maximum square footage standards for the following areas at this time.

Armory	Library Services
Commissary	Maintenance Shop
Facility Classification/Counseling Space	Recreation (Indoor and Outdoor)
Health Care Space	Staff Locker Rooms/Dining Areas
Industrial/Vocational Program Space	Staff Training/Muster Room
Intake Section	Storage Areas
Kitchen	Visiting Area
Laundry	

Jurisdictions shall submit justification for each of the specified areas which explains the proposed square footage requirements. The State review of the documentation will take into account similarly sized facilities and operational methods. Areas deemed excessive or extravagant must be funded in whole by the local jurisdiction.



E. Architect Selection Procedures

The architect for the project shall be selected by the local jurisdiction and shall be under the direct contractual responsibility of the jurisdiction and not the State. The Department of General Services will prepare the agenda item requesting Board of Public Works' approval of the design contract. The local jurisdiction shall submit a tabulation of all bids that have been received, the address of each bidder, the low bidder's proposal and the selection process utilized to the Department of General Services. The Department of General Services shall be furnished an executed copy of the architect's agreement.

F. Design Review Process

The local jurisdiction shall submit copies of the Schematics, Design Documents, 50% Construction Documents and 95% Construction Documents to the Department of Public Safety and Correctional Services. Each submittal (Design Document, 50% Construction Document and 95% Construction Document) shall include drawings, specifications, detailed cost estimate and completed Department of General Services' Summary of Area, Volume and Efficiency Forms. One copy of all of the aforementioned documents should be mailed to the Department of Public Safety and Correctional Services (DPSCS), one to the Departments of Budget and Management (DBM) and one to the General Services (DGS) for review and approval.

The Departments of Budget and Management, General Services and Public Safety and Correctional Services will review and comment on each design submission for conformity to the approved program and project budget (DBM), compliance with applicable building codes and requirements (DGS) and design, operational and security considerations (DPSCS). The Department of Public Safety and Correctional Services will coordinate the State's review of the design submission. Until approval has been given by the State, the local jurisdiction shall not proceed to a more detailed design stage document.

Both conventional and modular construction contractors shall be given an opportunity to bid on local jail capital improvement projects. Therefore, the bidding specifications shall be prepared in such a manner that neither construction method is precluded from bidding.

G. Variances to the Local Jail Design Standards

Occasionally, the project architect engineer will determine during design that compliance with the local jail design standards is not cost-effective or feasible. When this situation occurs, the local jurisdiction shall submit three copies of Form DPSCS-OS-3-CC, *Design Variance Request*, to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services and to the Departments of Budget and Management and General Services for review and approval.

Variances to the local jail design standards will be allowed only when there are identifiable cost savings to the State. The jurisdiction's request must include a detailed explanation stating why the proposed variance is necessary and the estimated cost savings to the State if the variance request is approved.

After written comments have been received, the Departments of Budget and Management and General Services, the Division of Capital Construction and Facilities Maintenance, the Department of Public



Safety and Correctional Services will inform the jurisdiction whether the variance request was approved or disapproved. If a variance request is disapproved by the Division of Capital Construction and Facilities Maintenance, the jurisdiction may appeal the decision to the Secretary of the Department of Public Safety and Correctional Services.

The local jurisdiction shall not continue with the design of the project until the variance request has been approved by the State or its appeal to the Secretary of the Department of Public Safety and Correctional Service's has been denied. In January of each year, the Department of Public Safety and Correctional Services shall provide a list of all requested variances, of any, approved during the previous calendar year to the Department of Fiscal Services.

H. Construction Contract Procedures

All construction projects which are estimated to cost \$500,000 or more and are funded 50% or more by the State are subject to the State Prevailing Wage Law. The project architect/engineer shall obtain the prevailing wage rate for the project from the Division of Labor and Industry's Prevailing Wage Unit. An application should be made for wage rates 60-120 days in advance of the time the project goes to bid.

The project must be advertised for bids in a least one of the usual trade publications used by the Department of General Services. Examples of these are *The Maryland Register*, *Contract Weekly*, *Dodge Reports*, *Builders Weekly Guide*, *Building Congress and Exchange*, *The Daily Record of Baltimore*, *Blue Reports of Washington*, *e-Maryland Marketplace* and local newspapers.

The specifications shall provide the date and time on which sealed bids will be received. The date and time for the public opening shall be the same date and time provided for receiving the bids, and there shall be no delays between the receiving and opening of bids. The state reserves right to have a representative present at the bid opening.

The jurisdiction shall submit a tabulation of all bids, the address of each bidder, the low bidder's proposal, the architect/engineer's estimated bid cost and the proposed project schedule to the Department of General Services, prior to the award of the contract. The bids and proposal are reviewed by the Department of General Services and reported to the Board of Public Works with the comments and recommendations of the jurisdiction. State funding will be based upon the lowest qualified bid submission that uses either conventional or modular construction techniques.

The Board of Public Works will not approve any contract award to an individual or firm that is currently suspended or debarred from entering into contracts with the State. Contracts entered into by the local jurisdiction with suspended or debarred individuals or firms will be ineligible for State funds and payments made to these contractors will not be considered as an expenditure of matching funds. A listing of contractors and vendors suspended or debarred from contracting with the State is available upon request from the Board of Public Works or on the Board of Public Works' web site at **WWW.BPW.STATE.MD.US**. Upon approval of the contract award by the Board of Public Works, the Department of General Services shall notify the local jurisdiction. The Department of General Services shall be furnished an executed copy of the construction contract.



If a change becomes necessary during construction, a copy of the executed change order signed by the architect and the contractor shall be submitted to the Department of General Services. Each executed change order should be accompanied by a detailed description, justification and cost breakdown.

I. Capital Equipment

1. Initial Equipment and Furnishings:

Chapter 2 of this manual provides general guidelines on the eligibility of equipment and furnishings for State capital assistance. A 15-year life expectancy is not, however, the sole criterion for determining whether or not a specific item of equipment or furnishing qualifies for State capital funding. The durability and weight of the item, the ease with which the item could be lost, damaged, destroyed or stolen during normal usage, the likelihood that the item will be technically obsolete within 15 years and the magnitude of the cost will be evaluated. Initial equipment shall be purchased from Maryland Correctional Enterprises if available.

2. The following items *do not generally qualify* for State capital funding:

- *Office machines and equipment used in the preparation of papers or data.* Examples include typewriters, computers, monitors, software, printers and other computer peripherals, calculators, fax machines, dictating equipment, copying machines and other similar office machines and equipment.
- *Household furnishings.* Examples include mattresses, pillows, rugs, mats, pads, curtains, draperies, pictures, statuary, folding screens, window and venetian blinds and other similar household furnishings.
- *Small household furniture, equipment and other accessories.* Examples include wardrobes, folding chairs and tables, typewriter tables, canisters, wastebaskets, trash cans and receptacles, paper roll dispensers, ash trays, smoking stands, sand urns, ironing boards, overstuffed chairs and sofas, coffee tables, end tables, magazine racks, foot stools, dishes, pans, silverware, glasses, desk sets, ladders, non-commercial washing machines and dryers, peg boards, lamps, vacuum cleaners, scrubbers and floor polishers, bulletin boards, chart racks, planter boxes, chalk boards, towel and cloth racks not built into the structure, door closers, screens and storm windows not provided under the construction contract and other similar household furniture, equipment and accessories.
- *Electrical equipment, machinery and appliances.* Example include small power tools, electric fans, movable air conditioning units, paint sprayers and paint mixers, welding machines, non-commercial type stoves and refrigerators, microwave ovens, electric irons, clocks, movie and slide projectors and portable screens, slide viewers, audiovisual aids, record players, television sets, radios, stereo systems, portable paging systems and other similar electrical equipment, machinery and appliances.
- *Portable electronic, communication, detection, guidance, control and computation equipment and components thereof.* Examples include computers and allied equipment, audio visual and tape recording equipment, hand-held radios and other similar electronic equipment. Built-in systems should be included in the construction contract.



- *Medical, photographic and optical equipment.* Examples include cardiac arrest units, ultraviolet lamps, resuscitators, inhalators, suction devices, eye charts, EEG and EKG machines, anesthesia units, whirlpool baths, lenses, binoculars and other similar medical, photographic and optical equipment.
- *Indoor and outdoor recreational equipment.* Examples include weight machines, billiards/pool tables and equipment, Ping-Pong tables, game tables and other similar recreational equipment, except those supplied by Maryland Correctional Enterprises.
- *Vehicular and wheeled equipment.* Examples include automobiles, trucks, food trucks, heated or refrigerated tray trucks, dumpsters, forklifts, trailers or carts, wheeled stretchers, wheel chairs, wheeled carts and other similar vehicular and wheeled equipment.
- *Supplies and materials.* Examples include blankets, sheets, pillow cases, janitorial supplies, medicinal products, altar ware, candle holders, books, flags and bunting, audio visual records and tapes, small hand tools, tool boxes, office supplies and other similar supplies and materials.

The list above of equipment is not to be considered all-inclusive or all-exclusive. Each item will be examined individually. If an item is necessary, appropriate and essential for the initial specified purpose of the facility, a request for the item should be submitted within one year from the date the project is completed.

3. Submission of Equipment Lists:

A single, consolidated list of **eligible** capital equipment the jurisdiction believes is necessary to furnish and initially operate the facility should be submitted to the Department of Budget and Management on DBM Form G, *Equipment and Furnishings Request*. The item description should include dimensions, materials and catalog references to the extent available. Maryland Correctional Enterprises (MCE) should be contacted for assistance in determining current items of manufacture and their cost. MCE catalogue may be found on line at WWW.DPSCS.STATE.MD.US/MCE. The unit and total cost columns on the Request Form should reflect the estimated cost of purchasing and installing the equipment.

4. Equipment List Review and Approval:

Based on the review of the submitted eligible equipment list, the Department of Budget and Management will determine the amount of State capital funds that will be allocated for the purchase of eligible equipment and furnishings. The actual State share of the capital equipment costs, however, will be determined by the purchase price of each eligible item.

An approved listing of equipment for the facility will be furnished to the local jurisdiction by the Department of Budget and Management. On the equipment list, the items that are eligible for State capital funding will be indicated by the letter “C” (capital equipment) by DBM. Items indicated with a letter “O” (operating equipment) may be eligible for a State subsidy from the Department of Public Safety and Correctional Services only through the reimbursement procedures for start-up costs associated with the project.



The Department of General Services will prepare the agenda item requesting Board of Public Works' approval of the eligible capital equipment. For each eligible item, the local jurisdiction should submit to the Department of General Services a listing of all vendors, amounts and selection method utilized.

5. Substitute Capital Equipment Items:

Occasionally, after initial approval of a capital equipment list, the local jurisdiction determines that an approved item will not satisfy its needs and a substitute item should be procured. When this situation occurs, the jurisdiction should identify the original item and provide a detailed description and explanation for the proposed substitution. If several changes to the approved equipment list are proposed, the jurisdiction should submit a revised equipment list to the Department of Budget and Management for review and approval.

All substitute items must meet the same eligibility criteria as the original equipment item and must not cause the project to exceed the total amount of appropriated funds. If the cost of the substitute item will cause the budget to be exceeded, the local jurisdiction must identify items from the original approved equipment list to be deleted so that the project can be completed within the amount of available funds.

J. Certification and Disbursement

In July of the year that State funds are authorized, the necessary forms and instructions will be sent to the local jurisdiction to certify its matching fund requirement as specified in the approved bond bill. The jurisdiction has two years from the effective date of the bond bill to certify its matching fund to the Board of Public Works. Otherwise, the State authorization will lapse.

The State has established the firm policy that it will not place itself in the position of having to pay federal penalties imposed upon issuers of tax free bonds. The local jurisdiction may be held responsible for any federal penalties resulting from their actions. To minimize the probability of penalties, the State Treasurer's Office will send the jurisdiction a cash forecast survey prior to each bond sale (generally three times a year). The jurisdiction should project accurately its cash needs for the local jail capital improvement project. Bonds will be issued only when the proceeds will be expended within six months of the sale. In addition, no State funds will be disbursed until the bonds for the project have been sold, unless specifically authorized by the Board of Public Works.

The Comptroller's Office is responsible for paying you your grant funds. You are ready to request payment if:

- ☒ You submitted your application package with matching-fund information to the Department of General Services.
- ☒ The Department of General Services reviewed your application package and forwarded it to the Board of Public Works as an Agenda Item.
- ☒ The Board of Public Works approved your grant application and certified your matching fund.
- ☒ You submitted your contracts and purchases to the Department of General Services.
- ☒ The Department of General Services reviewed your contracts and purchases and forwarded them to the Board of Public Works as an Agenda Item.
- ☒ The Board of Public Works approved your contracts and purchases.



- ☒ You have expended 100% of your matching fund on approved contracts and purchases.
- ☒ The Maryland Historical Trust has completed its review of your project and consents to the release of funds.

Now you may request payment. The Comptroller's Office has standard forms that you should use to make your request.

1. Either your chief financial officer or chief administrative officer must verify (under penalty of perjury) that the organization has spent the required matching funds in accordance with the bond bill and the approved Board of Public Works Agenda Item.
2. The Comptroller's Office will review your verified request and the supporting documentation to ensure that your expenditures of matching funds and of grant funds comply with the approved Board of Public Works Agenda Items. If the Comptroller's Office finds a problem with your request, or needs clarification or additional information, the Comptroller's Office will notify you. If a vendor invoice or your reimbursement request exceeds the amount eligible for payment, the Comptroller's Office will notify you. The Comptroller's Office will pay only the eligible amount as determined by the Board of Public Works.

The Comptroller's Office disburses grant funds in two ways:

1. Payments made directly to Vendors on your behalf:

The Comptroller's Office prefers to pay your vendors directly. You need to submit:

- ☒ Chronological listing of the payments to be made.
- ☒ Original vendor invoices.
- ☒ Vendor's Federal Employer Identification Number (FEIN).
- ☒ The Comptroller may use an independent third-party or the Department of General Services to audit or verify that the work has been performed or that the goods or services have been received and that payment is due the vendor.

2. Reimbursement to you:

The Comptroller's Office may reimburse you for payments you have made. For reimbursement, you need to submit:

- ☒ Chronological listing of the payments made.
- ☒ Copies of the vendor invoices.
- ☒ Evidence satisfactory to the Comptroller that the invoices have been paid.
- ☒ Your Federal Employer Identification Number (FEIN).

The Comptroller may use an independent third-party or the Department of General Services to audit or verify that the work has been performed or that the goods or services have been received and that payment is due the vendor. When your project is complete, notify the Comptroller's Office in writing. The Comptroller's Office will then determine if the State has paid its share of the project costs. If it appears that the State has under-funded its share, the Comptroller's Office will review all approved expenditures. The review will include examining paid invoices and canceled checks. If you have



expended the proper amount of matching funds, the Comptroller's Office will reimburse you so that the State will have paid its share of project costs.

The reimbursement of start-up costs for a local jail capital improvement project is governed by the Correctional Services Article, ACM. Start-up costs that are eligible for *per diem* reimbursement include architectural programs and feasibility studies, personnel, non-capital equipment, initial training, consultation fees and any other related services. The required forms and instructions are available from the Division of Finance Administration of the Department of Public Safety and Correctional Services.



CHAPTER 5: GUIDE TO COMPLETING FORMS

A. Overview

This chapter provides instructions to completing most of the forms utilized in the local jail capital improvement process. To assist the jurisdictions, a completed sample of each form is provided at the end of this chapter and is referenced throughout the instructions. A blank copy of each form is also provided in Appendix A.

B. Local Jails' Annual Capital Project Request

1. PURPOSE

Each jurisdiction that is requesting State funds for a local jail capital improvement project for the next fiscal year should submit form DBM A, *Capital Project FY __ Request*, to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services before **June 30**. This form provides relevant project information such as the anticipated schedule, total estimated cost and when State funds will be requested.

2. INSTRUCTIONS

Form A is used to formally request funding for a project in the capital budget. The information requirements below are keyed to the item numbers on the form. In addition, a Department of General Services' *Cost Estimate Worksheet* and *Summary of Areas, Volume and Efficiency* forms should also be completed. (See Appendix A.)

Item

Top Insert the Fiscal Year of the request at "Capital Project FY _____ Request."

1. Self explanatory. In the sample, Mayberry County is the jurisdiction requesting State capital funds.
2. Insert the name and phone number of the person who should be called if there are any questions about your project.
3. Self explanatory. In the sample, Mayberry County's proposed jail capital improvement project is Mayberry County Detention Center Addition.
4. The project title should start with a noun and describe the major activity to be accomplished, such as "New Work Release Center," "Housing Unit #1 Renovation," or "Master Control Center Upgrade." This title should only be used even if the current year request includes only design or equipment funds. In the sample, Mayberry County's proposed jail capital improvement project is Mayberry County Detention Center Addition.
5. Indicate whether the project is included in the agency's master facilities plan. If the agency does not have a current master facilities plan, insert N/A.
6. Specify the town within the County and State election district where the project is located.
7. Insert the net square feet (NSF) and the gross square feet (GSF). Square footage data should correspond to the shown on the Cost Estimate Worksheet. Provide actual or estimated dates (month and year) for each of the project's milestones listed under this item. Indicate the actual or estimated number of months required to design the project, measured from the date the A/E



contract is approved by the Board of Public Works to the date the 100% construction documents are approved by the procuring agency. The project completion date should be the date that actual occupancy is anticipated. These dates should correspond to the dates shown on the Cost Estimate Worksheet.

9. *Date submitted* should usually be June 30th of the year the form is submitted. If the form is revised, insert the date of revision and the abbreviation **REV**. If the request is a supplemental one submitted later in the budget cycle, insert the date of the supplemental request and the abbreviation **SUP**. (Only the first sentence should generally apply to Counties.)
10. Specify a priority number for project starting with **#1** for the most urgent if there are multiple projects. A department or agency that has two or more units submitting capital project requests, must submit a separate priority list that integrates the priorities of the units. (This should generally not apply to Counties.)
11. Insert the program approval dates if your program has been approved. Dates should represent actual approval dates. **DO NOT ENTER ANTICIPATED DATES.**
12. Report the estimated project costs in accordance with the principal cost components listed on the form. Cost data should be taken directly from your Cost Estimate Worksheet if applicable, rounded to the nearest \$1,000.00.
 - a. Enter in the first column on lines A through E the amount of funds being requested for the current year in each cost category, regardless of fund sources. For example, if \$500,000 is needed for planning in the current year, of which \$250,000 is requested from the State and \$250,000 from another source, enter \$500,000 on line B. For any cost category for which no funds are needed in the current year, enter **0**. Specify what *Other* activity is.
 - b. Enter in the first column on line F the total of the amounts shown on lines A through E in that column.
 - c. Enter in the first column on lines G to K the amount of line F being requested from State capital funds.
 - d. Enter in the first column on line L the remainder, which results from subtracting the amount on lines G to K from the amount on line F. Enter in the first column on line M the total of the amounts shown on lines G to L in that column.
 - e. Repeat steps a. through d. for the *Prior Appropriations* and *Future Requests* columns, showing in those columns the amounts previously provided for the same project and the amounts to be provided in the future, respectively.
 - f. The *Totals* column should be used to total the entries on each of the lines. Check to make sure that the amount on line F equals the sum of the entries in the total column on lines A through F **and** that the amount on line M equals the sum of the entries in the total column on lines G through L.
 - 1) Line E, *Other*, should be used only for cost items that are not part of a typical project's cost, such as an archaeological excavation or an FDA certification procedure. Those costs should be identified on your Cost Estimate Worksheet.
 - 2) Surveys and borings are included as a planning cost; construction inspection and testing costs are included under construction costs.
 - 3) Line L, *Non State Funds*, should be used if any capital costs are being funded by local, private or institutional sources. In such cases, indicate the fund sources and date of availability in the space provided.
13. In the final analysis, recommendation of a project for inclusion in the State's capital budget depends upon the adequacy and soundness of the agency's justification. The detailed project



justification should be included in the program statement. However, not all readers of the completed Form A will have access to the program.

14. Describe and justify the project in sufficient detail to indicate clear the nature of work to be funded. To describe the project, include the size of the facility (NASF and GSF), what the project is, location and any secondary components of the project, *i.e.*, replace HVAC, construct a service elevator, wire building for technology, etc., and phasing, if applicable. Include at least one sentence giving the general rationale for the project. For site development, include acreage, if known. For utility lines, include an approximate linear footage, if relevant and known. Square footage data should correspond to that shown on the Cost Estimate Worksheet.

To justify a capital project, include a brief discussion of the problem(s) with the current facilities, the impact of those problems on agency operations and how the proposed project will improve agency operations. To strengthen the discussion of justification, include quantitative data that documents the facility problem(s) and its impact on agency operations. This information should be available from your Facility Program for the project. Therefore, provide a concise and clear rationale for the project in Item. Additional pages may be attached if necessary.

C. Local Jails' Five-Year Capital Improvement Project Requests

1. PURPOSE

Each jurisdiction that expects to request State capital funds during the ***next five years*** should submit DBM Form B, *Summary of Agency Project Requests*, to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services before June 30, ***even if there is no current request for funding, that is, for an upcoming legislative session.*** This form is a summary sheet that identifies each project that the jurisdiction expects to request during the next five years.

2. INSTRUCTIONS

- A. Form B is a summary sheet. All projects requested by a County for the next capital budget and those proposed for the four subsequent fiscal years (out years) shall be summarized on this form. This summary constitutes a continuing five-year capital improvement program as requested by a County.
- B. Each year, the five-year capital improvement program must be updated to take into account:
 1. Any project previously requested for the capital budget for which an appropriation was *not* provided;
 2. Necessary revisions in the cost and/or timing of previously requested projects, as may be directed by changed conditions; and
 3. Additional project needs.
- C. The information requirements below are keyed to the item numbers on the form.

Item #

- 1 - 3. Entries for County and facility should match Form A.
4. All projects proposed by a County to be partially funded during the next five fiscal years shall be listed in this column, in order of priority (if there is more than one project) starting with the



project(s) requested for the next capital budget and followed by those proposed during the four subsequent fiscal years. Space is provided for three projects per page. Enter the priority number for each project in the narrow column at the left margin of Form B. Indicate for each project, on the lines provided, the cost for planning, construction (including site utilities and improvements) and capital equipment, ***inclusive of all fund sources***. Total those costs on the line provided.

5. Show any non-State funds available or anticipated for the project listed in Item 4, such as federal aid, revenue bond proceeds or institutional funds. Show separately the amounts of non-state funds available for property acquisition, planning, construction and capital equipment.
6. Indicate any prior appropriation of State funds for the project listed in Item 4. List separately appropriations for planning, construction and capital equipment.
- 7 and 8. Enter the amounts required for the project listed in Item 4 in the appropriate column(s) for the fiscal year(s) that an appropriation is desired. Show separately the amount required for planning, construction and capital equipment in each year. The total of the amounts shown in Items 5, 6, 7 and 8 should equal the total in column 4 *unless* additional funds will be requested beyond the five-year time frame of Form B.
9. On the last page of the listing, total the amounts of State capital funds to be requested for each fiscal year.

D. Local Jails' Alternative to Incarceration Programs

1. PURPOSE

Each jurisdiction (County) that is requesting State funds for a local jails capital improvement project for the next fiscal year should submit DBM Form C, *Alternative to Incarceration Programs*, to the Department of Public Safety and Correctional Services' Division of Capital Construction and Facilities Maintenance. This form shall be submitted by **June 30** of the year in which the request is being made. However, this form should also be submitted annually, ***even if no request is made***. This form identifies the alternatives to incarceration programs that the jurisdiction is utilizing to manage its inmate population. The form should also be submitted even if a jurisdiction does not operate such a program.

2. INSTRUCTIONS

Instructions for completing this form are as follows.

Part A: The jurisdiction should identify the annual number of participants and monthly average caseload for each alternative to incarceration program that has been implemented. This information should be provided for the *previous*, *current* and *next* fiscal years. Work release, DWI offender programs and weekender program should not be included on this form since these programs are not considered true alternatives to incarceration. Community service, home detention and pre-trial release programs are examples of alternatives to incarceration. In the sample, Mayberry County operates community service, home detention and pre-trial release programs. The County has identified the annual number of participants and monthly average caseload of each alternative to incarceration program the Actual, Estimated and Projected Years.



Part B: For informational purposes only, the jurisdiction should identify the number of full-time equivalent number and part-time number of staff and the annual operating expenses of each alternative to incarceration program for the *previous, current* and *next* fiscal year. In the sample, Mayberry County has listed the number of staff and annual operating expenses of each alternative to sentencing program for the Actual, Estimated and Projected Years.

Part C: The jurisdiction should provide a brief description of alternative to incarceration program that are under consideration, when each program is expected to be implemented and the estimated number of participants in the program. In the sample, Mayberry County does not intend to implement any additional alternative to incarceration programs in the near future.

Part D: The jurisdiction should identify the person and telephone number to be contacted if additional information is needed regarding a facility's alternative to incarceration programs.

E. 100% Funding Certification Application

1. PURPOSE

As discussed in Chapter 4, a jurisdiction is eligible for 100% State funding to construct beds associated with the anticipated confinement of prisoners with 181 to 365 day sentences. To be considered for 100% State funding, the jurisdiction must submit Form DPSCS-OS-14-Adm, *Local Jail Capital Construction 100% Funding Certification Application* to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services before **June 30**. This form was designed to identify the total number of beds that a jurisdiction is planning to build and to determine the breakdown of those beds eligible for 50% State funding and 100% State funding.

2. INSTRUCTIONS

Jurisdiction

The applicant should enter the name of their jurisdiction.

Step 1: Current Capacity

As explained on the form, the jurisdiction must supply detailed information on the existing capacity of its local jail. This number should represent the normal operating capacity of the facility. In applications where the facility will continue to be used, this number will be subtracted from the total projected population to determine the number of new beds needed. In applications where the facility is being replaced, a zero should be placed in this step and an explanation should be provided. In the sample, the Mayberry County Detention Center has a normal operating capacity of 100 inmates.

Step 2: Baseline

In this step, the jurisdiction provides the average total last day population and the average number of inmates serving sentences of 181 to 365 days in order to establish the baseline for the number of 181 to 365 day sentenced prisoners held by the local jail prior to the enactment of the law. This data is to be obtained from the six months prior to January 1, 1988 when local jurisdictions were to begin housing prisoners with less than 12 month sentences. Therefore, the jurisdiction should provide an average, with the supporting data, for the months of July, August, September, October, November and December of



1987. This data should be readily available since it had been submitted under the monthly local jail reporting program.

In the sample, the Mayberry County Detention Center had an average total last day population of 50 inmates between July 1987 and December 1987. The average number of inmates serving sentences of 181 to 365 days during these six months was four.

Step 3: Projected Populations

The jurisdiction must document the population projection methodology used to estimate the number of inmates which will need confinement. All source data and assumptions must be clearly presented to the extent that the findings can be replicated. In addition to projecting the total inmate population, the number of prisoners who will be serving 181 to 365 day sentences must be estimated. In order to establish a reliable estimate, the jurisdiction may need to obtain data on the number of such prisoners sentenced to the Division of Correction who would now require housing in the local jail. This information can be obtained from the Office of Research and Statistics, Department of Public Safety and Correctional Services.

In the sample, the Mayberry County Detention Center has provided information showing that its projected total population will reach 200. Of the 200 projected total population, the County estimates a need to house 25 inmates with sentences of 181 to 365 days.

Step 4: Determination of 181 - 365 Day Sentenced Population “Expected” Growth From Baseline

In this step, the estimated number of 181 to 365 day sentenced prisoners who would have been housed in the local jail had there been no change in the sentencing structure is established. This is done by taking the ratio of the baseline average number of prisoners serving sentences of 181 to 365 days with the baseline average total last day population (data from Step 2) multiplied by the projected total population from Step 3. In the sample, the projected total population of 200 is multiplied by the factor .08. This factor was obtained by dividing the average number of inmates serving 181 to 365 day sentences (4) by the average total last day population of 50. The data were provided in Step 2.

The Mayberry County Detention Center then multiplies this factor (.08) by the projected total population of 200 to estimate the “expected” growth in the 181 to 365 day sentenced population. In the sample, the estimated 181 to 365 day “expected” growth is 16.

Step 5: Determination of Beds Eligible for 100% Funding

The number of beds associated with the anticipated confinement of inmates with 181 to 365 day sentences is computed in this step. The projected 181 to 365 day sentenced population from Step 3 is reduced by the estimated 181 to 365 day “expected” growth from Step 4. The remainder is the number of beds eligible for 100% State funding.

In the sample, the projected 181 to 365 day population of 25 from Step 3 is reduced by the 181 to 365 day “expected” growth of 16 from Step 4. Therefore, the remaining 9 beds are eligible for 100% State funding.



Step 6: Determination of Beds Eligible for 50% Funding

This step reconciles the previous processes to summarize the total number of new beds needed, those eligible for 100% State funding and the remaining beds eligible for 50% State funding. This is done by taking the projected total population from Step 3 and reducing it by the total capacity from Step 1. If the jurisdiction is not keeping its current facility in operation or is reducing the operating capacity of the facility, an explanation must be provided.

Completion of this subtraction provides the total new beds needed. At this point, the number of beds eligible for 100% State funding from Step 5 is subtracted from the total new beds needed to obtain the remaining number of beds eligible for 50% State funding.

In the sample, the Mayberry County Detention Center's projected total population of 200 (Step 3) is reduced by the total capacity of 100 (Step 1). Therefore, the total new beds needed is 100. The nine beds eligible for 100% State funding (Step 5) is subtracted from the 100 new beds to determine that the remaining 91 beds are eligible for 50% State funding. Assuming that the Secretary of the Department of Public Safety and Correctional Services certifies Mayberry County's 100% funding application, the State funding percentage for the project would be 54.5% as calculated below:

- ✓ 9 beds funded 100% by the State plus 50% of the remaining 91 beds equals 54.5 beds $[9 + (.5 \times 91)]$
- ✓ 54.5 beds divided by the 100 new beds to be built equals 54.5%

F. Summary of Areas, Volume and Efficiency

1. PURPOSE

The project architect/engineer shall include detailed tabulations of areas, volume and efficiency with the schematic, design development and construction document submissions for local jail capital improvement projects. This information should be provided on DGS Form SAV-06/91, *Summary of Areas, Volume and Efficiency*.

2. INSTRUCTIONS

Instructions for completing DGS Form SAV-06/91 are provided in the Department of General Services' *Procedure Manual for Professional Services*. Basic instructions are also available on the electronic version of the form. You may also wish to contact the Department of General Services for further guidance.

G. Design Variance Request Form

1. PURPOSE

Occasionally, the project architect/engineer will determine during design that compliance with the local jail design standards is not cost effective or feasible. When this situation occurs, the jurisdiction shall submit three copies of Form DPSCS-OS-3-CC, *Design Variance Request*, to the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services. This



form provides basic information that is necessary to determine whether the proposed variance is justifiable and would result in an identifiable cost savings to the State.

2. INSTRUCTIONS

1. County, date and project

The County should type in the name of the jurisdiction, the project name and the date of the variance request. In the sample, Mayberry County is requesting a variance to the State's design standards for its Detention Center addition on July 1, 2003.

2. Requested variance

The jurisdiction should briefly describe the proposed variance to the local jail design standards. In the sample, Mayberry County has requested 75 net square feet cells for general population inmates. The local jail design standards provide a maximum of 70 net square feet for general population cells.

3. Justification for request

The jurisdiction should provide a clear explanation why the proposed variance to the local jail design standards is required. In the sample, the size of the second floor housing unit addition is dependent upon the first floor structure that was designed to handle the future loading. As a result, the general population cells are larger than what is authorized by the State's local jail design standards.

4. Estimated cost savings if variance is approved

Variances to the local jail design standards will be allowed only when there are identifiable cost savings to the State. The jurisdiction's request should include a detailed estimate of the cost savings if the proposed variance is approved. In the sample, the project's architect/engineer estimates that modifying the existing structural requirements to construct 70 net square feet cells in the second floor housing unit addition would cost an additional \$500,000.

5. Prepared by (name and title)

The jurisdiction should identify the person (and telephone number) that should be contacted if additional information is required regarding the variance request.

6. State Review of the variance request

After written comments have been received by the Departments of Budget and Management, General Services, the Division of Capital Construction and Facilities Maintenance, Department of Public Safety and Correctional Services, will inform the jurisdiction whether the variance request was approved or disapproved. If a variance request is disapproved, the jurisdiction may appeal the decision to the Secretary of the Department of Public Safety and Correctional Services.

H. Equipment and Furnishing Request Form



1. PURPOSE

A single, consolidated list of **eligible** equipment the jurisdiction believes is necessary to furnish and initially operate the local jail capital improvement project should be submitted to the Department of Budget and Management on DBM Form G, *Equipment and Furnishings Request*. Based on the review of the submitted equipment list, the Department of Budget and Management will determine the amount of State capital funds that will be allocated for the purchase of eligible capital equipment and furnishings.

2. INSTRUCTIONS

A single consolidated equipment list of all equipment an agency believes necessary to furnish and initially operate a facility shall be submitted to the Department of Budget and Management on locally reproduced copies of the attached equipment and furnishings request form (Form G) no later than June 30 of the year in which construction funding is being requested. An additional list should accompany the consolidated list to show the planned room-by-room use of the requested capital equipment. The item description should include dimensions, weight, materials and catalogue references to the extent possible. Maryland Correctional Enterprises should be contacted for assistance in determining current items of manufacture and their cost (on line at WWW.DPSCS.STATE.MD.US/MCE), if you are purchasing items from them. Unit and total cost columns shall reflect the current (as of submission date) net anticipated cost for purchasing equipment (catalogue price, less any discounts offered to the county or its agencies).

1. The Capital Equipment Request Form is used to list all items of capital equipment and furnishings needed to make a project operational, regardless of projected fund source.
2. Copies of this form should be submitted to the Departments of Budget and Management and General Services and to the Department of Public Safety and Correctional Services' Division of Capital Construction and Facilities Maintenance by **June 30** of the year in which the agency will submit a Form A requesting construction funds for this project.
3. On each page, at the top, complete the lines for the agency (County), name of the project and fiscal year. The fiscal year is the year in which capital equipment funds will be requested.
4. On each item line, list an item along with a suggested manufacturer and product number, if available. *Remember that State law specifies that Maryland Correctional Enterprises products must be acquired if available even if at a greater cost than available from a private vendor.* For items that vary in size, include the dimensions if available. Include the weight of each item, if available. Complete the *Requested* columns for quantity, net unit cost and total cost. Note that the total costs equals quantity times net unit cost. Round all costs to the nearest dollar.
5. At the bottom of the page, please indicate the number that page and total number of pages.
6. **Do not** complete the item approval number or any of the other Approved columns. This will be completed by the Department of Budget and Management.



In the sample, Mayberry County has submitted a request for capital equipment. Seven of the eight items are from Maryland Correctional Enterprises and one is from an outside vendor as this item is not available from them.

I. Completed Samples of Local Jails Capital Improvement Project Forms

1. PURPOSE

To assist the jurisdictions, a completed sample of each aforementioned form is provided on the following pages. Please contact the Division of Capital Construction and Facilities Maintenance's Local Jails Coordinator at 410-585-3020 if additional information is required. It is strongly urged that the forms used in this program be obtained electronically through the Division. As an added convenience, most of the forms involving mathematical calculations are in a spreadsheet, *i.e.*, Microsoft® Excel, format and contain instructions for completing them.



**DEPARTMENT OF BUDGET AND MANAGEMENT
CAPITAL PROJECT FY 2004 REQUEST (DBM Form A)**

1. Name of County: Mayberry		7. Agency Contact Person and Phone Number: Andrew Taylor, 410-555-1212	
3. Name of Facility: Mayberry County Detention Center			
4. Project Title: Mayberry County Detention Center Addition			
5. In Agency 5-year Master Facilities Plan? Yes		7. Project Location (Subdivision/District): Mayberry Township, Maryland	
7. Square Footages: NSF: 8,000 GSF: 12,000			
8.	Project Schedule	<u>Date</u>	9. Date Submitted: 6/30/00
	A/E Award:	<u>6/04</u>	10. Project Priority: 1 of 1
	Design Time:	<u>12 mos.</u>	11. <u>Program Approved</u> <u>Date</u> Part I: 9/1/03 Part II: 11/1/03
	Construction Contract Award:	<u>7/05</u>	
	Completion Date:	<u>10/06</u>	

12. Estimated Cost by Use and Source	Current Request	Prior Appropriations*	Future Requests	Totals
A. Acquisition	\$	\$	\$	\$
B. Planning	200,000			
C. Construction			3,500,000	3,500,000
D. Equipment			100,000	100,000
E. Other			140,000	140,000
F. Total	200,000		3,740,000	3,940,000
G. GO Bonds	109,000		2,038,300	2,147,300
H. General Funds				
I. Special Funds*				
J. Federal Funds				
K. Revenue Bonds				
L. Non-State Funds*	91,000		1,701,700	1,792,700
M. Total	\$ 200,000	\$	\$ 3,740,000	\$ 3,940,000

*Specify source and date available:

13. Project Description and Justification (Include type of construction, GSF, capacities, problem and how solved, occupants, customers served, and other relevant information; use space below):

Construct a 100-bed addition to the Detention Center to alleviate overcrowded conditions at the facility. The project will include two general population housing units that will contain 25 double-bunked cells, day room space, staff work station, showers, multi-purpose office/room, day room toilet and janitor's closet.

SUMMARY OF AGENCY PROJECT REQUESTS (DBM Form B)

Mayberry

6/30/00

1. COUNTY

3. DATE

Mayberry County Detention Center

2. FACILITY

4. PROJECT TITLE, LOCATION, AND ESTIMATED COSTS		5. NON-STATE FUNDS	6. PRIOR STATE APPROPRIATIONS	7. REQUEST FOR STATE FUNDS IN FY 2004	8. REQUESTS FOR STATE FUNDS IN FUTURE YEARS			
					FY 2005	FY	FY	FY
PRIORITY								
1	Title & Location Mayberry County Detention Center Addition Costs: Property Acquisition \$ Planning 200,000 Construction 3,500,000 Capital Equipment & Other 240,000 TOTAL 3,940,000 Other is testing and inspections.			109,000	1,907,500 130,800			
	Title & Location Costs: Property Acquisition \$ Planning Construction Capital Equipment TOTAL 0							
	Title & Location Costs: Property Acquisition \$ Planning Construction Capital Equipment TOTAL 0							
9. TOTALS (Complete only on last page if more than one page is used).		N. A.	N. A.	109,000	2,038,3000	0	0	0

Sample

ALTERNATIVE TO INCARCERATION PROGRAMS

Sample

JURISDICTION:

Mayberry County

A. CURRENT PROGRAMS

	FY 2004 (ACTUAL)		FY 2005 (ESTIMATED)		FY 2006 PROJECTED	
	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)
COMMUNITY SERVICE	100	12	150	17	175	21
HOME DETENTION	195	25	220	42	250	50
PRE-TRIAL RELEASE	300	110	521	138	600	175
OTHER PROGRAMS						
TOTAL	595	147	891	197	1025	246

B. OPERATING BUDGET INFORMATION

	FY 2004 (ACTUAL)		FY 2005 (ESTIMATED)		FY 2006 PROJECTED	
	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES
COMMUNITY SERVICE	2.50	78,000.00	3.00	96,000.00	3.00	101,000.00
HOME DETENTION	4.00	115,000.00	4.00	125,000.00	4.50	155,000.00
PRE-TRIAL RELEASE	5.00	165,000.00	6.00	205,000.00	6.00	215,000.00
OTHER PROGRAMS						
TOTAL	11.50	358,000.00	13.00	426,000.00	13.50	471,000.00

C. FUTURE PROGRAMS UNDER CONSIDERATION

D. CONTACT PERSON:

Andrew Taylor

TELEPHONE #: 410-555-1212

LOCAL JAIL CAPITAL CONSTRUCTION 100% FUNDING CERTIFICATION APPLICATION

Please refer to the *Local Jail Capital Improvement Program Policy and Procedures Manual* for assistance.

Jurisdiction: Mayberry County

Step 1	Current Capacity	100
	<p>Capacity means the number of inmate or detainee occupants which any cell, room, unit, building, facility or combination thereof may accommodate under normal operation, excluding the addition of extra beds or mattresses to accommodate overcrowding and excluding any special housing units such as:</p> <ul style="list-style-type: none"> ● medical housing units ● admissions holding units ● segregation ● mental isolation unit <p>In addition, the capacity figure should reflect the following:</p> <ul style="list-style-type: none"> ● physical plant limitation ● fire safety requirements as stated by the Maryland Fire Marshal or the local jurisdiction's fire officials ● security requirements ● requirements for complying with court decrees 	
Step 2	Baseline	
	Develop an average from the last day population for July, August, September, October, November and December 1987. Please attach a detailed description, by date, of data used for determining these figures.	
	(a) Average total last day population (includes pre-trial, sentenced, sub curia, other, etc.)	
	(b) Average number serving sentences of 181 through and including 365 days. <i>For example, 6 months and 1 day to 12 months.</i>	4
Step 3	Projected Populations	
	Please attach a detailed description of the projection methodology, source data and findings.	
	(a) Projected total population (includes pre-trial, sentenced, sub curia, other, etc.)	200
	(b) Projected 181-365 day sentenced population	25
Step 4	Determination of 181-365 day sentenced population "expected" growth from baseline, i.e, projected in this population if no law change had occurred.	
	(a) Total projected population (figure from Step 3a)	200
		TIMES X
	(b) Ratio inmates serving 181-365 day sentences from figure Step 2b divided by the average total last day population from figure Step 2a. (2b divided by 2a)	0.08
		EQUALS =
	(c) Estimated 181-365 day "expected growth" (4a multiplied by 4b)	16

Step 5	Determination of beds eligible for 100% funding	
	(a) Projected 181-365 day sentenced population (enter figure from Step 3b)	25
		MINUS
		-
	(b) Estimated 181-365 "expected" growth (enter figure from Step 4c)	16
		EQUALS
		=
	(c) Beds eligible for 100% funding (5a minus 5b)	9
Step 6	Determination of beds eligible for 50% funding	
	(a) Projected total population (enter figure from Step 3a)	200
		MINUS
		-
	(b) Total capacity (enter figure from Step 1)	100
		EQUALS
		=
	(c) Total new beds needed (6a minus 6b)	100
		MINUS
		-
	(d) Beds eligible for 100% funding (enter figure from Step 5c)	9
		EQUALS
		=
	(e) Beds eligible for 50% funding (6c minus 6d)	91



STATE OF MARYLAND
Department of Public Safety and Correctional Services
Division of Capital Construction and Facilities Maintenance

**LOCAL JAIL DESIGN STANDARDS VARIANCE
REQUEST FORM**

Variances to the local jail design standards will be allowed only when there are identifiable cost savings to the State. The Division of Capital Construction, Department of Public Safety and Correctional Services will inform the jurisdiction whether the variance request is approved or disapproved. If a variance request is disapproved, the jurisdiction may appeal the decision to the Secretary of Public Safety and Correctional Services.

County: Mayberry County Date: July 1, 2003

Project: Mayberry County Detention Center Addition

1. Requested Variance:

A request that the 50 general population cells be designed at 75 net square feet of floor space each is made.

2. Justification for Request:

The 100-bed addition will be located on the second floor of the Detention Center. The size of the housing units is determined by the existing ground floor structure. Consequently, the general population cells are spatially greater than what is authorized by the State's local jail design standards.

3. Estimated Cost Savings if Variance is Approved:

Attached is a detailed cost estimate by the project architect/engineer that indicates that it would cost an additional \$500,000.00 to modify the existing structural requirements to construct 70 net square feet cells in the second floor housing unit addition.

4. Prepared by (Name and Title):

Mr. Andrew J. Taylor, Warden
Mayberry County Detention Center
410-555-1212

Sample

5. Requested Variance is: ☐ Approved ☐ Disapproved

6. Review Agency Comments:

Department of Public Safety and Correctional Services

Date

EQUIPMENT AND FURNISHING REQUEST

REQUEST FOR FISCAL YEAR: 2004

AGENCY: Mayberry County Detention Center

PROJECT: Detention Center Addition

ITEM APPROVAL NUMBER(+)	ITEM DESCRIPTION (Describe as fully as possible)	QUANTITY		NEW UNIT COST(++)		TOTAL COST	
		REQ	APP(+)	REQUESTED	APPROVED(+)	REQUESTED	APPROVED(+)
1	MCE Model 1100 Bed	100		150.00		15,000.00	
2	MCE Model 1110 Locker	100		90.00		9,000.00	
3	MCE Model 123200 Chair	150		50.00		7,500.00	
4	MCE Model 12405 Tables	20		175.00		3,500	
5	MCE Model 15643W Work Station	2		2,000.00		4,000.00	
6	MCE Model 187261 Sec. Desk w/ Stool	100		600.00		60,000.00	
7	Magna Visual Board, 36"x48" or equivalent	2		200.00		400.00	
8	MCE Model 172635 Chair	2		300.00		600.00	
				TOTAL		100,000.00	
				9.6% Inflation		9,600.00	
				TOTAL FUNDS		109,600.00	

(+) To be completed by DBM

(+) To be completed by DBM

(++) Net anticipated purchase cost. *i.e.*, catalog price less any discounts

State law requires that Maryland Correctional Enterprises (MCE), formerly State Use Industries, products be acquired if available, regardless of local purchasing laws.

CB Form G (9/94)

TO BE COMPLETED BY DBM	
TOTALS FOR THIS PAGE ONLY	
CAPITAL FUNDS	OTHER FUNDS
TOTALS FOR COMPLETE REQUEST	
CAPITAL FUNDS	OTHER FUNDS

APPENDIX A: FORMS REFERENCED IN THIS MANUAL



**DEPARTMENT OF BUDGET AND MANAGEMENT
CAPITAL PROJECT FY _____ REQUEST (DBM Form A)**

1. Name of County:		2. Agency Contact Person and Phone Number:		
3. Name of Facility:				
4. Project Title:				
5. In Agency 5-year Master Facilities Plan? Yes/No		6. Project Location (Subdivision/District):		
7. Square Footages: NSF: GSF:				
8. Project Schedule A/E Award: _____ Design Time: _____ Construction Contract Award: _____ Completion Date: _____		9. Date Submitted:		
		10. Project Priority: 1 of ____.		
		11. <u>Program Approved</u> <u>Date</u>		
		Part I:		
		Part II:		
12. Estimated Cost by Use and Source	Current Request	Prior Appropriations*	Future Requests	Totals
A. Acquisition	\$	\$	\$	\$
B. Planning				
C. Construction				
D. Equipment				
E. Other				
F. Total	\$	\$	\$	\$
G. GO Bonds				
H. General Funds				
I. Special Funds*				
J. Federal Funds				
K. Revenue Bonds				
L. Non-State Funds*				
M. Total	\$	\$	\$	\$
*Specify source and date available:				
13. Project Description and Justification (Include type of construction, GSF, capacities, problem and how solved, occupants, customers served, and other relevant information; use space below):				

SUMMARY OF AGENCY PROJECT REQUESTS (DBM Form B)

1. COUNTY _____

3. DATE _____

2. FACILITY _____

4. PROJECT TITLE, LOCATION, AND ESTIMATED COSTS		5. NON-STATE FUNDS	6. PRIOR STATE APPROPRIATIONS	7. REQUEST FOR STATE FUNDS IN BUDGET YEAR	8. REQUESTS FOR STATE FUNDS IN FUTURE YEARS			
					FY	FY	FY	FY
<div>PRIORITY</div> <div></div>	Title & Location							
	Costs: Property Acquisition \$							
	Planning							
	Construction							
	Capital Equipment							
	TOTAL							
<div></div>	Title & Location							
	Costs: Property Acquisition \$							
	Planning							
	Construction							
	Capital Equipment							
	TOTAL							
<div></div>	Title & Location							
	Costs: Property Acquisition \$							
	Planning							
	Construction							
	Capital Equipment							
	TOTAL							
9. TOTALS	(Complete only on last page if more than one page is used).	N. A.	N. A.	0	0	0	0	0

ALTERNATIVE TO INCARCERATION PROGRAMS

JURISDICTION: _____

A. CURRENT PROGRAMS

	FY 2004 (ACTUAL)		FY 2005 (ESTIMATED)		FY 2006 PROJECTED	
	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)	TOTAL PARTICIPANTS (Annual)	AVERAGE CASELOAD (Monthly)
COMMUNITY SERVICE						
HOME DETENTION						
PRE-TRIAL RELEASE						
OTHER PROGRAMS						
TOTAL	0	0	0	0	0	0

B. OPERATING BUDGET INFORMATION

	FY 2004 (ACTUAL)		FY 2005 (ESTIMATED)		FY 2006 PROJECTED	
	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES	# OF STAFF (FULL-TIME EQUIVALENT)	ANNUAL OPERATING EXPENSES
COMMUNITY SERVICE						
HOME DETENTION						
PRE-TRIAL RELEASE						
OTHER PROGRAMS						
TOTAL	0	0	0	0	0	0

C. FUTURE PROGRAMS UNDER CONSIDERATION

D. CONTACT PERSON: _____

TELEPHONE #: _____

LOCAL JAIL CAPITAL CONSTRUCTION 100% FUNDING CERTIFICATION APPLICATION

Please refer to the *Local Jail Capital Improvement Program Policy and Procedures Manual* for assistance.

Jurisdiction: _____

Step 1	Current Capacity		
	<p>Capacity means the number of inmate or detainee occupants which any cell, room, unit, building, facility or combination thereof may accommodate under normal operation, excluding the addition of extra beds or mattresses to accommodate overcrowding and excluding any special housing units such as:</p> <ul style="list-style-type: none"> ● medical housing units ● admissions holding units ● segregation ● mental isolation unit <p>In addition, the capacity figure should reflect the following:</p> <ul style="list-style-type: none"> ● physical plant limitation ● fire safety requirements as stated by the Maryland Fire Marshal or the local jurisdiction's fire officials ● security requirements ● requirements for complying with court decrees 		
Step 2	Baseline		
	Develop an average from the last day population for July, August, September, October, November and December 1987. Please attach a detailed description, by date, of data used for determining these figures.		
	(a) Average total last day population (includes pre-trial, sentenced, sub curia, other, etc.)		
	(b) Average number serving sentences of 181 through and including 365 days. <i>For example, 6 months and 1 day to 12 months.</i>		
Step 3	Projected Populations		
	Please attach a detailed description of the projection methodology, source data and findings.		
	(a) Projected total population (includes pre-trial, sentenced, sub curia, other, etc.)		
	(b) Projected 181-365 day sentenced population		
Step 4	Determination of 181-365 day sentenced population "expected" growth from baseline, i.e, projected in this population if no law change had occurred.		
	(a) Total projected population (figure from Step 3a)		
		TIMES	X
	(b) Ratio inmates serving 181-365 day sentences from figure Step 2b divided by the average total last day population from figure Step 2a. (2b divided by 2a)		
		EQUALS	=

	(c) Estimated 181-365 day "expected growth" (4a multiplied by 4b)	
Step 5	Determination of beds eligible for 100% funding	
	(a) Projected 181-365 day sentenced population (enter figure from Step 3b)	
		MINUS -
	(b) Estimated 181-365 "expected" growth (enter figure from Step 4c)	
		EQUALS =
	(c) Beds eligible for 100% funding (5a minus 5b)	
Step 6	Determination of beds eligible for 50% funding	
	(a) Projected total population (enter figure from Step 3a)	
		MINUS -
	(b) Total capacity (enter figure from Step 1)	
		EQUALS =
	(c) Total new beds needed (6a minus 6b)	
		MINUS -
	(d) Beds eligible for 100% funding (enter figure from Step 5c)	
		EQUALS =
	(e) Beds eligible for 50% funding (6c minus 6d)	

SUMMARY—AREAS, VOLUME & EFFICIENCY

PROJECT: _____

PROJECT №: _____

FACILITY: _____

DATE: _____

ARCHITECT/ENGINEER: _____

ITEM	AREA (SF)			
	PROGRAM	SCHEMATICS	DD's	DC's
GROSS AREA (Notes 1 & 2)				
NET ASSIGNABLE AREA (Notes 1 & 2) (Sh. 3 to ____ Incl.)				
	VOLUME (CF)			
GROSS FACTOR (Note 1)				
	EFFICIENCY			
EFFICIENCY FACTOR (Note 3)				
% EFFICIENCY (Note 4)				
	DATE			
SUBMISSION DATE (Note 5)				

NOTES:

1. Gross Areas, Net Assignable Areas and Volume shall be calculated in strict accordance with DGS Procedure Manual Div 1, Par 2.
2. Attach additional sheets as follows: Sheet 2—Tabulation of Gross Area; Sheet 3 and subsequent sheets—Tabulation of Net Assignable Areas (Room by Room)
3. To obtain Efficiency Factor: divide Gross Area by Net Assignable Area, *e.g.*, 49,200 SF Gross Area divided by 33,705 SF Net Assignable Area = 1.46.
4. To obtain % Efficiency: divide Net Assignable Area by Gross Area and multiply by 100, *e.g.*, 33,705 SF Net Assignable Area divided by 49,209 SF Gross Area, multiplied by 100 = 68.5% efficient.
5. Submit in triplicate to the Office of Engineering and Construction at each phase of plans. Figures shall be shown for all previous phases as well as the current phase for which it is submitted.

TABULATION GROSS AREA

PROJECT: _____

PROJECT No: _____

FACILITY: _____

DATE: _____

ARCHITECT/ENGINEER: _____

DESCRIPTION	GROSS AREA (SF)			
	PROGRAM	SCHEMATICS	DD's	CD's
Utility Tunnel (Within 10')				
Crawl Space (6' or more high)				
Sub-Basement				
Basement				
Ground Floor				
Mezzanine				
Balcony				
Fixed Bleachers (w/ rooms below)				
1st Floor				
2nd Floor				
3rd Floor				
4th Floor				
Other				
Other				
Mezzanine (Boiler or Equip. Rm.)				
Penthouse (Stairs, Elev., Mech.)				
Areaways (½)				
Canopies (½)				
Roof or Floor				
Overhangs (½)				
Open plaza under bldg. (½)				
Covered Balcony (½)				
Loading Dock (½)				
TOTALS				

SUMMARY-AREAS, VOLUME & EFFICIENCY

PROJECT №: _____

DATE: _____

ARCHITECT/ENGINEER: _____

[illegible]



State of Maryland
Department of Public Safety and Correctional Services
Division of Capital Construction and Facilities Maintenance

**LOCAL JAIL DESIGN STANDARDS VARIANCE
REQUEST FORM**

Variances to the local jail design standards will be allowed only when there are identifiable cost savings to the State. The Division of Capital Construction, Department of Public Safety and Correctional Services will inform the jurisdiction whether the variance request is approved or disapproved. If a variance request is disapproved, the jurisdiction may appeal the decision to the Secretary of Public Safety and Correctional Services.

County: _____ Date: _____

Project: _____

7. Requested Variance:

8. Justification for Request:

9. Estimated Cost Savings if Variance is Approved:

10. Prepared by (Name and Title):

11. Requested Variance is: ☐ Approved ☐ Disapproved

12. Review Agency Comments:

Department of Public Safety and Correctional Services

Date

EQUIPMENT AND FURNISHING REQUEST

REQUEST FOR FISCAL YEAR: _____

AGENCY: _____

PROJECT: _____

ITEM APPROVAL NUMBER(+)	ITEM DESCRIPTION (Describe as fully as possible)	QUANTITY		NEW UNIT COST(++)		TOTAL COST	
		REQ	APP(+)	REQUESTED	APPROVED(+)	REQUESTED	APPROVED(+)
1						0.00	
2						0.00	
3						0.00	
4						0.00	
5						0.00	
6						0.00	
7						0.00	
8						0.00	
9						0.00	
10						0.00	
11						0.00	
12						0.00	
13						0.00	
14						0.00	
15						0.00	
16						0.00	
19						0.00	
20						0.00	
21						0.00	
22						0.00	
TOTAL						0.00	
9.6% Inflation						0.00	
TOTAL FUNDS						0.00	

(+) To be completed by DBM

(++) Net anticipated purchase cost. *i.e.*, catalog price less any discounts

State law requires that Maryland Correctional Enterprises (formerly State Use Industries) products be acquired if available, regardless of local purchasing laws.

CB Form G (9/94)

TO BE COMPLETED BY DBM	
TOTALS FOR THIS PAGE ONLY	
CAPITAL FUNDS	OTHER FUNDS
TOTALS FOR COMPLETE REQUEST	
CAPITAL FUNDS	OTHER FUNDS

Project Title: _____ Name of Jail/Detention Center: _____ Estimate Date: _____
 Project: _____ Estimate Reference Point: _____ (Date) Prepared by: _____
 Location: _____ Agency/AE: _____
 Priority #: ?? Estimate based on program dated: _____

1. Design Phase: [] BUDGET [] SCHEMATIC [] DESIGN DEVELOPMENT [] 50% CONSTRUCTION DOCUMENTS (CD) [] 95% CD [] 100% CD
 2. Project Type: [] NEW CONSTRUCTION [] RENOVATION [] MAJOR [] MINOR [] SITE [] UTILITY 6. Est. Bid Date: _____
 3. Design Period: FROM _____ TO _____ Months (incl. review) 7. Est. Mid-Pt.: _____ # months from
 4. Const. Period: FROM _____ TO _____ Months Part I Approved: _____
 Part II Approved: _____

8. Areas (gsf)	Bsmt.	Renovation	New
	1st	_____	_____
	2nd	_____	_____
	3rd	_____	_____
	4th	_____	_____
	5th	_____	_____
	Total	_____	_____

Total NSF: _____
 Total GSF: _____
 Efficiency Factor: _____
 Percent Efficiency: _____

9. Structure _____ \$/gsf
 A. Basic: New _____ gsf X _____
 B. Basic: Renovation _____ gsf X _____
 C. Built-In Equipment: _____
 D. Asbestos removal: _____
 E. Demolition: _____
 F. Other: _____
 G. Subtotal: _____
 H. Regional Construction Factor: _____ 1.00
 I. Subtotal (Line G x Line H): _____
 J. Escalation to Midpoint: _____ %
 K. Subtotal (bid cost) _____
 10. Site: _____
 A. 5% of Line 9G _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
 G. Subtotal: _____
 H. Regional Construction Factor: _____ 1.00
 I. Subtotal (Line G X Line H) _____
 J. Escalation to Mid-Point _____ %
 K. Subtotal (bid cost) _____

Fund source: _____ Planning _____
 (For DGS Use) Construction _____
 Equipment: _____
Total: \$ _____

11. Utilities _____
 A. 5% of 9G _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
 G. Subtotal: _____
 H. Regional Construction Factor: _____ 1.00
 I. Subtotal (Line G x Line H): _____
 J. Escalation to Midpoint: _____ %
 K. Subtotal (bid cost): _____
 12. Subtotal (9K + 10K + 11 = Bid Cost): _____
 13a. Green Bldg. Constr. Premium: 2.5% _____
 13b. Total Construction Contingency: 5.0% _____
 14. Inspection and Testing: 4.6% _____
 14. Miscellaneous: _____
 16. CPM/Schedule: _____
 17a. Movable Equipment (Agency Estimate): _____
 17b. Information Technology Equip. (Agency Est.): _____
 18. A/E Basic Services Fee: 5.0% _____
 19. A/E Special Services Fee: _____
 20. A/E Green Design Fee: _____
 21. TOTAL PROJECT COST: _____
 22. Total Construction Costs and Related Costs: _____
 23. Prior Construction Funds: _____
 24. New Construction Funds Required: _____
 25. Total Design Fees and Related Costs: _____
 26. Prior Design Funds: _____
 27. New Design Funds Required: _____
 FY _____ Request Cost/Str. @ MP: _____
 _____ Legislature \$ _____/Square Foot
 Planning: _____ Cost/BSU @ MP _____
 Construction: _____ \$ _____/Square Foot
 Equipment: _____ Total Cost/SF _____
 TOTAL ** _____ \$ _____/Square Foot

** Does not include costs for land acquisition.

APPENDIX B: DBM'S AND DGS' FACILITY PROGRAM MANUAL

